

Proposal Risk Mitigation Oral Presentation (PRMOP) RULES OF ENGAGEMENT

Annex C to Sections L&M
RFP F04701-02-R-0500

NPOESS EMD/Production

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Introduction	This document is intended to serve as the rules of engagement for Government-offeror interactions at the offeror's Proposal Risk Mitigation Oral Presentation held as part of the NPOESS EMD/Production source selection under RFP F04701-02-R-0500. This document supplements RFP provision L&M-517. During the ten-day oral presentations the offerors will be given the opportunity to make presentations to the Government that will enhance the Government's understanding of the offerors' proposals, allow reasonable interpretation of the proposals or facilitate the Government's evaluation process. The ten-day oral presentations will be conducted in accordance with these rules of engagement. To facilitate reading by all PRMOP participants, this is prepared as a stand-alone document.												
PRMOP Purpose	<p>An offeror's proposal (Volumes 2, 3, and 4 are Mission Capability, Past Performance, and Cost, respectively) must stand on its own for evaluation purposes. However, the PRMOP is an opportunity for the offeror to make a sales pitch to the Government, so to speak, where it can illustrate, amplify, demonstrate, and substantiate the assertions it makes in its proposal. Proposal Volume 5 will be the PRMOP charts.</p> <p>The Government attendees are in a "listen" mode at the PRMOP. However, Government attendees may ask questions for clarification purposes as permitted herein.</p>												
Dates	<p>The Government was prepared to flip a coin for dates, but Offeror A indicated a desire to go first and Offeror B indicated a desire to go second. The dates are as follows—</p> <table> <tr> <td>MAR 19 – MAR 29</td><td>Offeror A Initial Evaluation</td></tr> <tr> <td>APR 1 – APR 12</td><td>Offeror A PRMOP</td></tr> <tr> <td>APR 15 – APR 19</td><td>Offeror A Evaluation Wrap-Up</td></tr> <tr> <td>APR 23 – MAY 3</td><td>Offeror B Initial Evaluation</td></tr> <tr> <td>MAY 6 – MAY 17</td><td>Offeror B PRMOP</td></tr> <tr> <td>MAY 20 – MAY 24</td><td>Offeror B Evaluation Wrap-Up</td></tr> </table>	MAR 19 – MAR 29	Offeror A Initial Evaluation	APR 1 – APR 12	Offeror A PRMOP	APR 15 – APR 19	Offeror A Evaluation Wrap-Up	APR 23 – MAY 3	Offeror B Initial Evaluation	MAY 6 – MAY 17	Offeror B PRMOP	MAY 20 – MAY 24	Offeror B Evaluation Wrap-Up
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MAY 20 – MAY 24	Offeror B Evaluation Wrap-Up												
Location	The offeror is responsible for identifying and arranging for a suitable location(s) for its PRMOP in a location approved by the contracting officer. Government attendees are responsible for their own hotel accommodations, transportation, and meals.												
Time	The starting time for each day is 8:00am. The length of the workday is nine hours, inclusive of breaks, lunch, and Government causers.												
Weekends	The ten-day period for the PRMOP starts on a Monday and ends on a Friday. The intervening weekend is not part of the PRMOP.												

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Clarification Questions Defined	The term “Clarification Question” for the purpose of this rules of engagement is used as a “term of art”, and not a legal term, but does encompass and solely consists of the oral and written exchanges that are provided for and referred to as “Clarifications” under FAR 15.306(a) and “Communications” under FAR 15.306(b). The term “Clarification Question” does not include “Discussions” or “Negotiations” under FAR 15.306(d). Such clarification questions will be used only to enhance the Government’s understanding of the offerors’ proposals, allow reasonable interpretation of the proposals, or facilitate the Government’s evaluation process. Clarification questions may not be used to cure proposal deficiencies or material omissions, materially alter the technical or cost elements of the proposal, and/or otherwise revise the proposal. Clarification questions will be “unloaded” questions and may ask Who, What, Where, Why, When, or How insofar as needed for the purposes described above.
Clarification ENs Defined	A clarification EN is a clarification question that is reduced to writing, approved by the contracting officer and SSET chair, and delivered to the offeror for a written response.
Generating Clarification ENs During the Initial Evaluation	<p>During the nine-day initial evaluation of each offeror (done at the IPO’s source selection facility), the Government will generate comments and questions. Some portion of these questions that will help clarify the proposal will be written up as clarification ENs and sent to the offeror. During the nine-day period, the Government might send out clarifications ENs on the 4th, 6th, and 9th day, as an example. The offeror will answer these clarification ENs during its PRMOP.</p> <p>Questions that go beyond the scope of clarification questions will not be written up as clarification ENs. They will be held until the discussions phase of the source selection begins, and may be released to the offeror at that time with the concurrence of the contracting officer and SSET chair.</p>
Answering Clarification ENs at the PRMOP	The offeror may answer a clarification EN by talking to a PRMOP chart or by displaying one or more pages from its proposal, previously-submitted data, or PDR data. The offeror will also reply to all clarification ENs in writing before the end of the PRMOP so that the answer is captured for the record.

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Asking Oral Questions at the PRMOP	<p>Oral clarification questions from Government attendees are permitted. The Government team lead at a PRMOP session will screen and approve all questions generated by other Government attendees in that session.</p> <p>Questions that go beyond the scope of clarification questions must not be asked during the PRMOP. They should be passed to the contracting officer. They may be released to the offeror during the discussions phase with the concurrence of the contracting officer and SSET chair.</p> <p>When the Government team lead at a PRMOP session is uncertain whether a question is within the scope of a clarification question, he or she will consult with his or her factor chief, the SSET chair, or the contracting officer.</p>
Answering Oral Questions at the PRMOP	<p>The offeror may answer an oral clarification question on the spot (or at a later time during the PRMOP, if this suits the offeror's planned presentation sequence). These are oral questions and oral answers. PRMOP charts will not be updated or created to answer these questions.</p> <p>The offeror may decline to answer a question if it feels it goes beyond the scope of a clarification question. In such a case, the offeror or the Government team lead in that session may ask the contracting officer whether the question is a clarification question, and his or her decision will be dispositive.</p>
Follow-Up Questions	<p>Follow-up clarification questions are permitted under the same rules as the original clarification questions; however, these follow-up questions shall not include any digging for information that goes beyond the scope of clarifications.. The proposal should speak for itself, and follow-up questions should be minimal.</p>
Capturing Oral Questions Asked at the PRMOP for the Official Record	<p>When the offeror's answer to a clarification question reaffirms the words as written in or supports the interpretations the Government has already gleaned from its reading of the proposal, no written record of the answer is needed. In such a case, the answer is not needed for the evaluation of the offeror's proposal.</p> <p>When the offeror's answer to an oral clarification question provides information or understanding that may potentially drive an evaluation decision, it must be captured in writing or it cannot be used in the evaluation. The Government team lead in that PRMOP session will record the question as a potential EN. The contracting officer and SSET chair will review all ENs before delivering them to the offeror, and only clarification ENs will be given to the offeror. If the contracting officer does not deliver the EN to the offeror, the offeror's answer will not be used in the evaluation of its proposal.</p>

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The Official Record	<p>The official record of the PRMOP consists of the PRMOP slides submitted with its proposal, the planned schedule, the actual schedule with a listing of the charts presented, the attendance rosters from each session, and the written ENs and answers thereto.</p> <p>The offeror is responsible for assembling all documents and materials necessary for the contracting officer to create the official record. The offeror will submit these documents and materials to the contracting officer, who will determine whether the offeror has provided all documents and materials necessary to create the official record.</p> <p>Video or audio recording of the PRMOP is not permitted.</p>
PRMOP Content and Scheduling	<p>The offeror has the flexibility to present what it decides is appropriate to explain its proposal. The Government does not mandate specific time allocations for particular subjects (except for a consolidated presentation on software).</p>
Scheduling Flexibility	<p>The PRMOP is the offeror's time. It may deviate from its planned schedule when it perceives it is in its interests to do so. This may occur when it desires to spend more or less time on a particular subject than it originally planned. However, such a decision remains the offeror's. Whenever it makes a change, the offeror will notify the contracting officer.</p> <p>The Government will not direct the offeror to make a change to its schedule, except for disapproving unsupportable overlaps.</p>
Parallel Sessions	<p>The RFP allows parallel, or simultaneous, sessions during the ten-day oral presentation. However, the Government reserves the right to disapprove any overlaps. The offeror will submit its planned schedule for the PRMOP on the same day as its Past Performance Volume.</p>
Executive Sessions	<p>At the close of each day of the PRMOP, the offeror may hold an executive session of up to twenty minutes during which it may reemphasize or readdress any points it made during that day and/or address any concerns it has about the Government's actions at the PRMOP. In such a case, the Government attendees will be limited to the SSET chair, the contracting officer, and the factor chiefs (and the SSAC chair, if present, and others as invited by the contracting officer); offeror attendance must be similarly limited. These twenty-minute meetings are not included in the nine-hour daily limit and are elective on the part of the offeror.</p> <p>The offeror may ask procedural questions of the contracting officer at any time.</p>

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Exhibits and Demonstrations	<p>The offeror may display exhibits at the PRMOP location if these exhibits were included in its Proposal Volume 5 and their development was complete by the common cutoff date for submission of proposals.</p> <p>The offeror may hold demonstrations at the PRMOP location if these demonstrations were included in its Proposal Volume 5 and their development was complete by the common cutoff date for submission of proposals. These may be within a particular session or on-going throughout the PRMOP. If the latter, Government attendees may observe the demonstration whenever they are not occupied in a session. The offeror must limit its demonstration to the capability or functionality that was described in its Proposal Volume 5.</p>
Reading or Talking the Charts	<p>The offeror should use the PRMOP charts to document and support its oral presentation. A chart might contain a multitude of words which are read or a graphic image which is talked, or any combination thereof.</p> <p>If the offeror makes a statement or assertion during its oral presentation which is not evident in the charts or elsewhere in the proposal, and if this statement or assertion might potentially drive an evaluation decision, it must be captured in writing or it cannot be used in the evaluation. The Government team lead in that PRMOP session should record the statement as a potential EN. The contracting officer and SSET chair will review all ENs before delivering them to the offeror, and only clarification ENs will be given to the offeror. If the contracting officer does not deliver the EN to the offeror, the offeror's statement or assertion will not be used in the evaluation of its proposal.</p>
Hallway Exchanges	<p>Exchanges between Government attendees and offeror personnel on matters related to the source selection outside the PRMOP are not permitted. The PRMOP occurs within the scheduled sessions.</p> <p>This does not apply to on-going demonstrations or to procedural exchanges with the contracting officer.</p>
New or Updated Charts	<p>The offeror will submit its PRMOP charts on the common cutoff date for proposals identified in L&M-560. It may not update its charts and it may not add charts prior to or at the PRMOP. However, the offeror may display any page from the documents it submitted with its proposal (including the proposal itself, previously-submitted data, or PDR data).</p>

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<p>Introducing Additional Material or Information at the PRMOP</p>	<p>The PRMOP is an oral presentation, and its content will be submitted on the common cut-off date for submission of proposals. Accordingly, the offeror may not provide additional written materials for PRMOP attendees, except for written answers to clarification ENs. However, it may provide written or electronic (CD-ROM) versions of the identical material it included with its proposal for the use of PRMOP attendees. In such a case, the Government will leave all this material behind when the PRMOP is complete.</p> <p>The offeror is cautioned that the PRMOP is not the forum to introduce new information beyond that which is included in the proposal, and is encouraged to carefully train its presenters that their spoken words must stay within the bounds of clarification questions and answers. This applies both to words given as part of the offeror's planned presentations and in response to clarification questions and clarification ENs.</p> <p>The restriction on new material does not include hospitality information, such as campus facilities, meeting room locations, and so forth.</p>
<p>Government Team Leads at PRMOP Sessions</p>	<p>Only the following persons may serve as Government team leads in any PRMOP session. Without their presence, the session may not be held.</p> <p>General sessions—SSET chair or contracting officer.</p> <p>Sessions with scope broadly limited to one of the four evaluation factors, or the consolidated software session—SSET chair, contracting officer, or the respective factor chief.</p> <p>Sessions with scope limited to a Mission Capability subfactor part (such as 1.1 System Compliance, 1.2 System Description, 2.1 Space and Launch Support Segments, and so forth) (whether covering mission capability or proposal risk)—SSET chair, contracting officer, Mission Capability factor chief, the appropriate Mission Capability subfactor chief, or the appropriate part lead.</p> <p>Sessions with scope not specifically covered above—As directed by the SSET chair or contracting officer.</p> <p>The contracting officer will provide the names of Government team leads at the start of the PRMOP and may change names at any time.</p>
<p>Part-Time Government Attendees</p>	<p>Government attendees attending only part of the PRMOP will plan their travel based on the offeror's scheduled date for the sessions which they will attend. To allow the offeror flexibility in schedule changes, these Government attendees will be available at the PRMOP location one full day before and one full day after their days of interest.</p>

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Attendance at PRMOP Sessions	Government PRMOP attendees must attend PRMOP sessions as directed by the SSET chair, contracting officer, or their respective factor or subfactor chiefs.
Notetaking	<p>Although the PRMOP is conducted at the offeror's facility, it is still conducted within the source selection environment. All documents and materials produced during the source selection by Government attendees are "source selection information" and must be protected from unauthorized and accidental release or disclosure.</p> <p>Government attendees at the PRMOP may use laptop computers for notetaking purposes, but they must use floppy disks or ZIP disks for this purpose (no notetaking to computer harddrives is permitted). These disks must be delivered to the source selection recorder at the close of each day and will be loaded into the electronic tool at the IPO's source selection facility after completion of the PRMOP.</p> <p>Government attendees may also take paper notes on paper provided for that purpose. Paper trash may not be discarded at the PRMOP location; all notes papers must be delivered to the source selection recorder at the close of each day.</p> <p>The SSET chair or contracting officer may take possession of any Government attendee's electronic or paper notes at any time.</p>
Badging of Government Attendees	<p>If the offeror's PRMOP (all or part) is in a location where persons will be badged, it will notify the contracting officer of the information it needs to accomplish this purpose no later than the date for submission of its Past Performance volume. At any time, the offeror's security personnel may ask any Government attendee to display his or her offeror-provided badge and official Government photo-bearing identification badge or card.</p> <p>If the offeror plans a PRMOP session in a location for which the above protocol is insufficient due to established security rules, it must advise the contracting officer of this matter.</p>
Government Caucuses	<p>The Government does not contemplate whole-team caucuses except when the offeror is conducting general sessions. When the offeror is conducting parallel sessions, the Government contemplates smaller Government caucuses centered around evaluation factors and subfactors.</p> <p>The daily caucus time includes break time for Government attendees, so the offeror need not schedule additional break times except for the one-hour lunch break.</p>
After-Hours Work	The Government will have use of a meeting room at the hotel where most Government attendees will stay. Government attendees will have access to their paper notes and note disks only in this room in the evenings after each PRMOP day (save the last).